



COUNTY OF LOS ANGELES  
Internal Services Department  
1100 North Eastern Avenue  
Los Angeles, California 90063



Dave Lambertson  
Interim Director

*To enrich lives through effective and caring service.*

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June 10, 2004

To: Each Supervisor

From: Dave Lambertson  
Interim Director

Subject: **NOTIFICATION OF DECISION TO ADD ADDITIONAL SERVICE CATEGORIES TO THE FACILITY ANCILLARY SERVICES MASTER AGREEMENT**

On March 3, 2004, your Board approved the Facility Ancillary Services Master Agreement (FASMA) for three service categories (pest control, asbestos abatement and hazardous/non-hazardous waste removal). This new master agreement provides departments with a streamlined approach for ordering ancillary services related to their facility programs. At that time, I also indicated that the Internal Services Department (ISD) would examine the desirability of adding more service categories to the agreement and would notify the Board of the decision to include additional service categories.

This is to inform the Board that ISD intends to expand the service categories to include hazardous waste consultants and rubbish pickup. These categories, and their qualifying requirements, are being added to Request for Statement of Qualifications (RFSQ) that is used to solicit and qualify firms for award of a Master Agreement. Availability of the RFSQ will continue to be posted on the Los Angeles County web site and interested vendors may qualify at any time during the term of the Master Agreement.

Upon execution of individual Master Agreements, the vendors become active contractors. Thereafter, they will, from time to time, be solicited under competitive conditions to provide as needed ancillary services under purchase orders issued by ISD. Approval of the Master Agreement, however, does not guarantee a contractor any minimum amount of business. The County only incurs an obligation as individual purchase orders are awarded. Awards will be made to the lowest priced qualified contractor. Firms certified as Local Small Business Enterprise (LSBE) that are pre-qualified for the Master Agreement will receive the full 5% small business preference on individual bids.

If you have any questions, please call me or have your staff contact Daphne Bell, General Manager, Purchasing and Contract Services, at (323) 267-2109.

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c: Executive Officer, Board of Supervisors  
Chief Administrative Office